



ENTERPRISE HUMAN RESOURCES

Approve Working Time

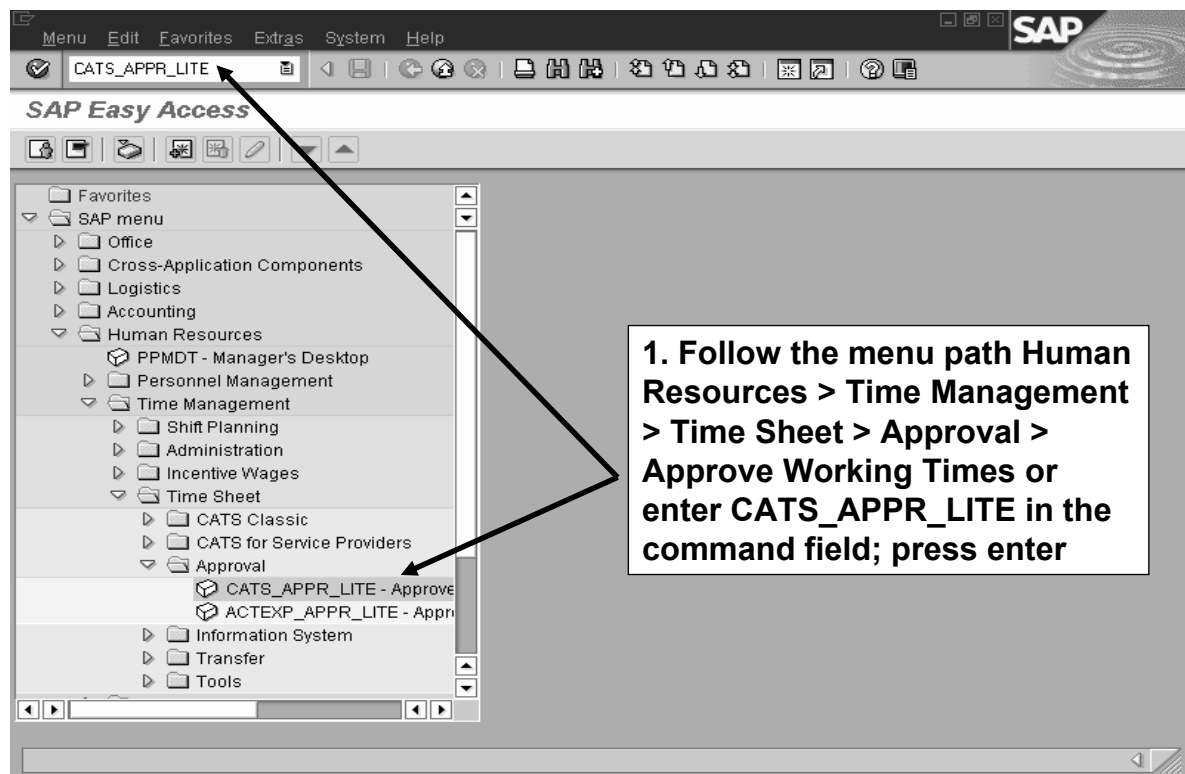
(Creating A Variant)

TUTORIAL

The role of Time Management Supervision role will use this tutorial as a guideline in creating a variant. A variant is very useful and time saving when you repeatedly use the same settings.



Time Approval Variant





Time Approval Variant

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period: Current Year

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Task Type to

Task Level to

Task component to

Activity Type to

Stat. key figure to

Att./Absence type to

Wage type to

Display Unit/Measure to

Number (unit) to

2. Click on the drop-down list button to choose the desired Reporting Period

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Note: Current Year will default

Today – System will display entered unapproved time for the current day only

Key Date – System will display entered unapproved time for date specified only

All – System will look for all entered unapproved times dating back to employee's effective date in the system

Other Period – System will display entered unapproved times for the start and end date that is specified



Time Approval Variant

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period: Current Year

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Task Type	Task Level	Task component	Activity Type	Stat. key figure	Att./Absence type	Wage type	Display Unit/Measure	Number (unit)

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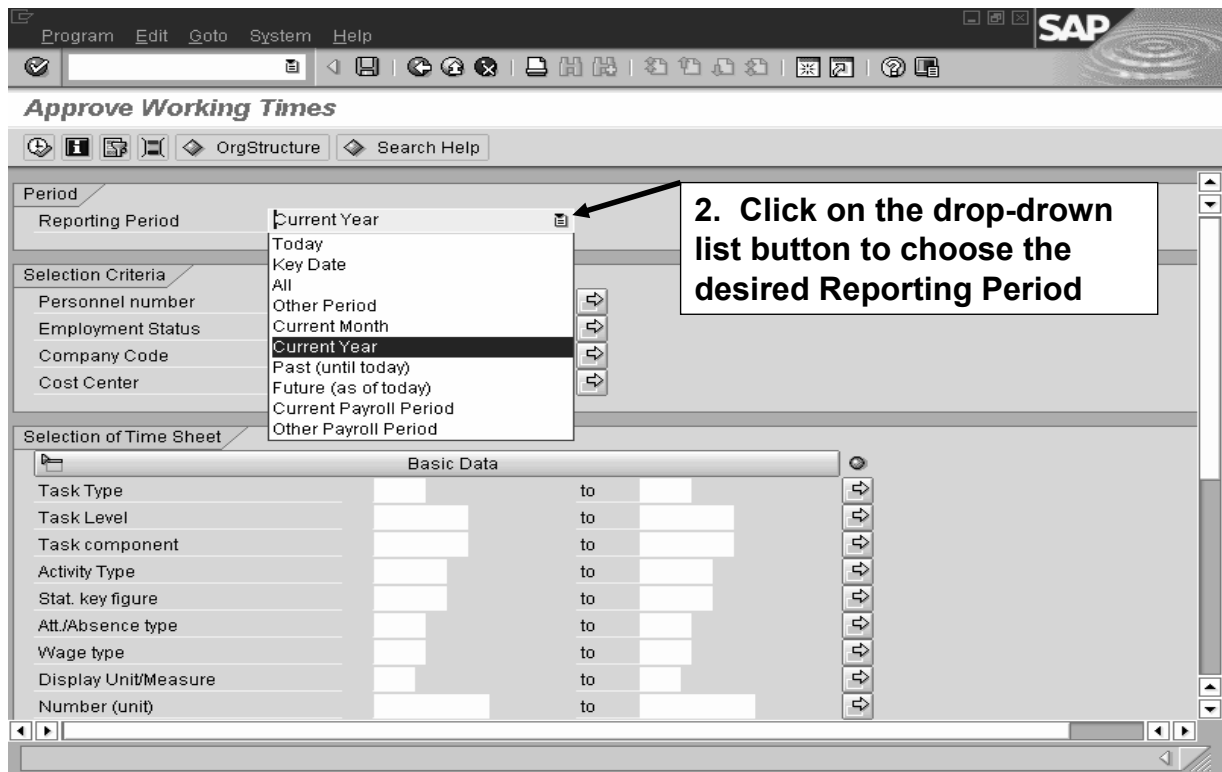
Current Month – System will display entered unapproved time for the current month only

Current Year – System will display entered unapproved time for the current year only

Past (until today) – System will display entered unapproved time from the effective date of the employee up to current day

Future (as of today) – System will display entered time for the current date

Time Approval Variant



Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period: Current Year

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Task Type to

Task Level to

Task component to

Activity Type to

Stat. key figure to

Att./Absence type to

Wage type to

Display Unit/Measure to

Number (unit) to

2. Click on the drop-down list button to choose the desired Reporting Period

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Current Payroll Period – System will display entered unapproved time for the current payroll period. **You must enter the Payroll Area with this selection**

Other Payroll Period – System will display entered unapproved time for a payroll period specified. **You must enter the Payroll Area and the Payroll number and year with this selection**



Time Approval Variant

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period Other Period

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

3. Enter the desired selection criteria

Selection of Time Sheet

Basic Data

Task Type to

Task Level to

Task component to

Activity Type to

Stat. key figure to

Att./Absence type to

Wage type to

Display Unit/Measure to

Number (unit) to

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If a selection criteria you desire is not displayed, click the Selection field icon.



Time Approval Variant

Program Edit Goto System Help

Approve Working Times

THIS SCREEN IS OPTIONAL

4. Click on the desired selection(s)

Reporting Period: 08/17/2003 - 08/30/2003

Choose Selection Fields

Selection options	Selection fields
Personnel Area	Personnel Number
Personnel Subarea	Employment Status
Employee Group	Company Code
Employee Subgroup	Cost Center
Organizational Key	
Business Area	
Legal Person	
Payroll Area	
Controlling Area	
Organizational Unit	
Supervisor Area	
Administrator Group	
Personnel Administrator	
Time Recording Administrator	

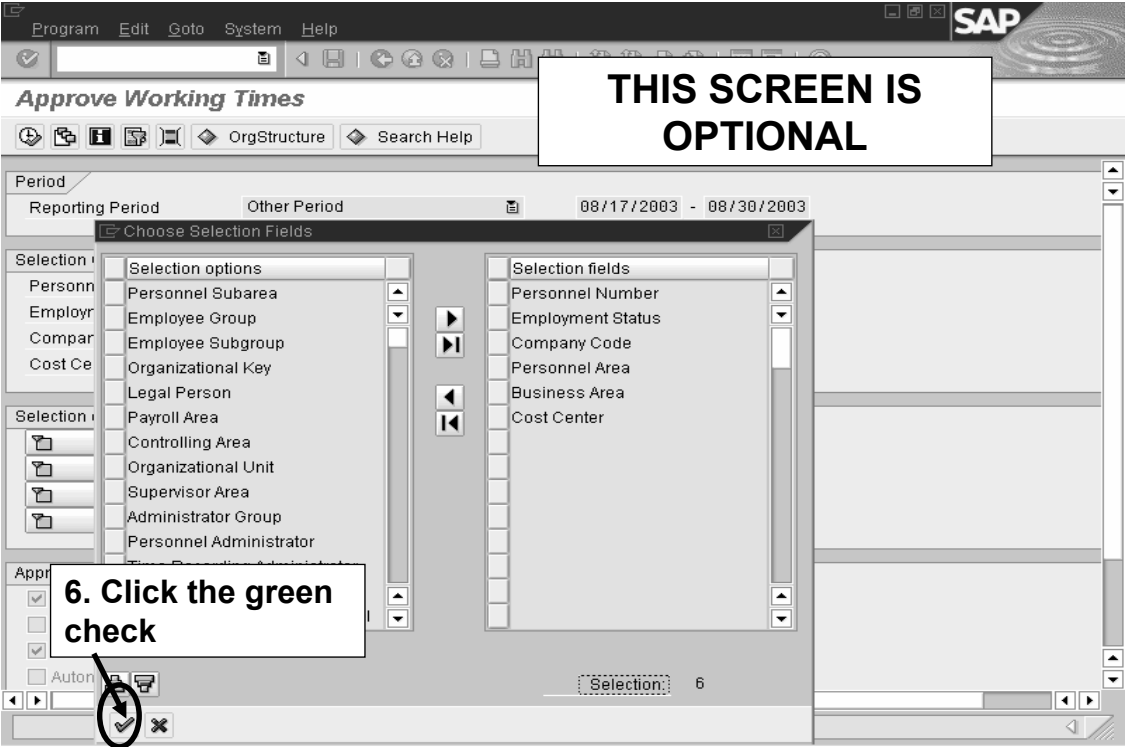
5. Click to choose

Selection: 4

Approval options: ☒ Send, ☐ Immediate, ☒ Bundled, ☐ Automatic



Time Approval Variant



Time Approval Variant

The screenshot shows the SAP 'Approve Working Times' dialog box. The 'Selection Criteria' section is circled in black. The 'Selection of Time Sheet' section shows a table with columns for Task Type, Task Level, Task component, Activity Type, Stat. key figure, Att./Absence type, and Wage type, each with a 'to' field and a selection button.


Selection Criteria			
Personnel number			
Employment Status			
Company Code			
Personnel area			
Business Area			
Cost Center			

Selection of Time Sheet			
Task Type		to	
Task Level		to	
Task component		to	
Activity Type		to	
Stat. key figure		to	
Att./Absence type		to	
Wage type		to	

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The selected field selection(s) has populated to the Approve Working Times screen.

You may enter a range or more than one personnel numbers, cost centers, etc. by clicking on the multiple selection icon  beside the desired criteria field.



Time Approval Variant

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Pe Multiple Selection for Personnel number

Single vals Ranges Single vals Ranges

66
73
85
86
92
5
7
41

7. Enter personnel numbers

Wage type to
Display Unit/Measure to
Number (unit) to

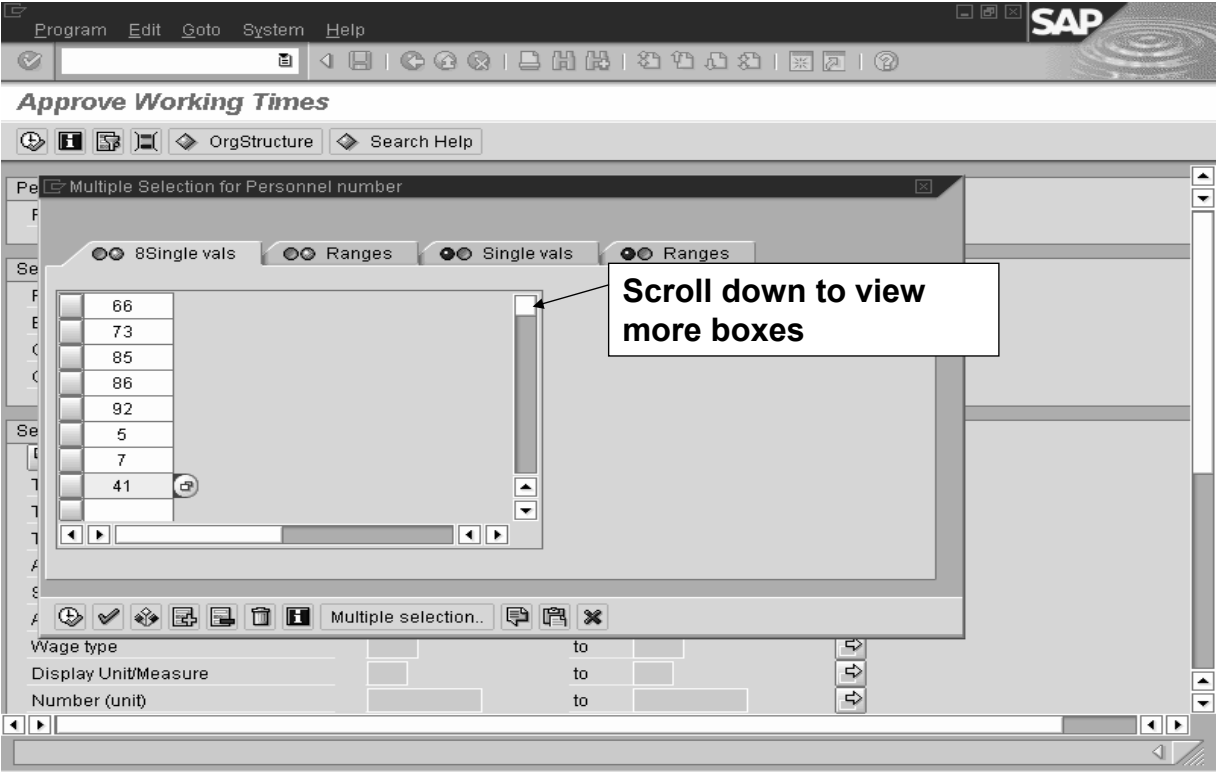
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Note: To populate more spaces, click enter

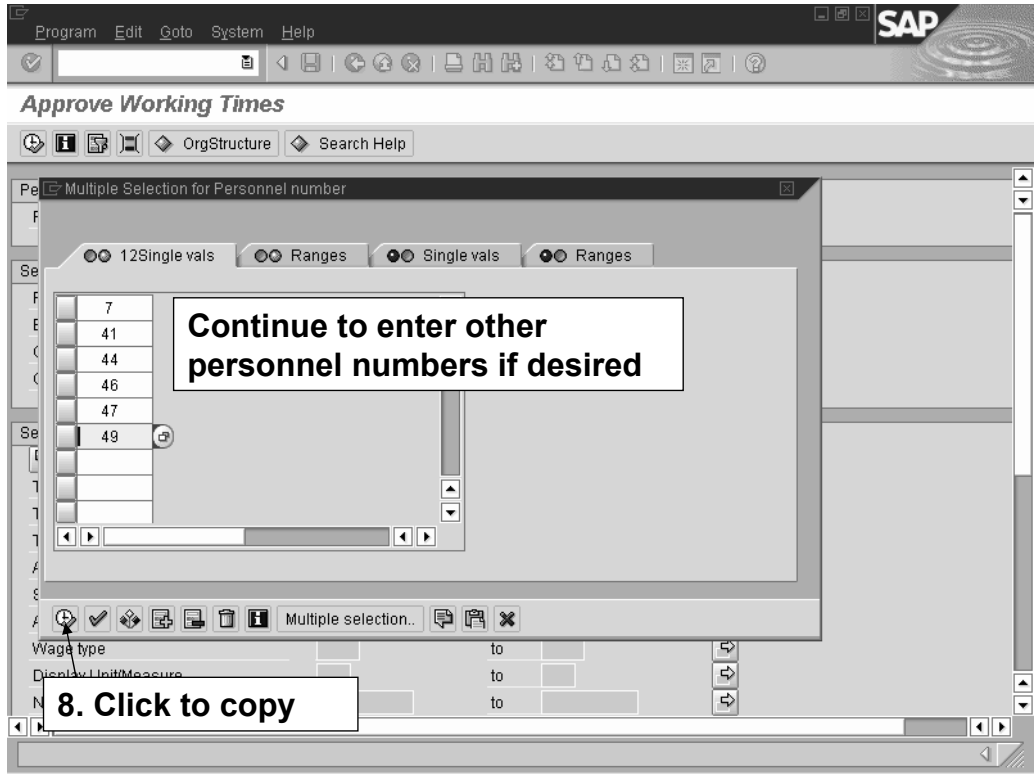


Time Approval Variant

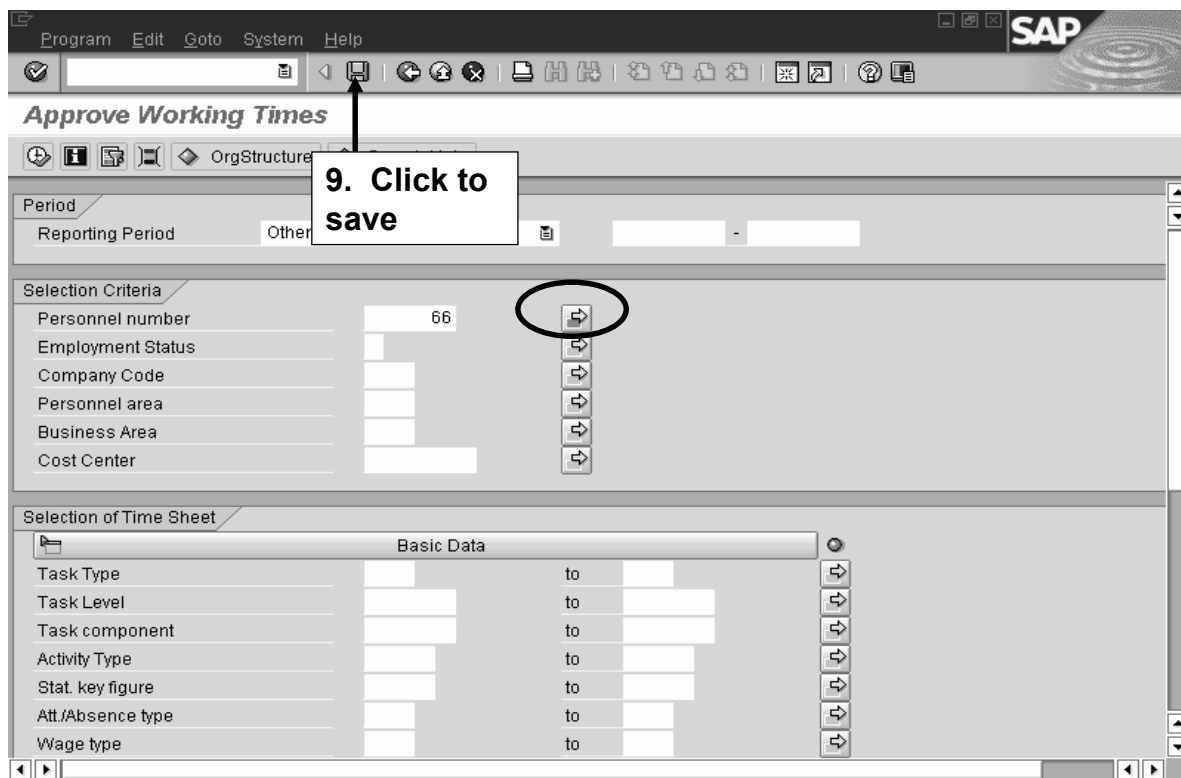




Time Approval Variant









Time Approval Variant



Approve Working Times

Period
Reporting Period: Other

Selection Criteria

Personnel number	66	
Employment Status		
Company Code		
Personnel area		
Business Area		
Cost Center		

Selection of Time Sheet

Basic Data			
Task Type		to	
Task Level		to	
Task component		to	
Activity Type		to	
Stat. key figure		to	
Att./Absence type		to	
Wage type		to	

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The multiple selection field has turned to green to indicate other criteria listed.



Time Approval Variant

Environment System Help

ABAP: Save as Variant

Selection variables Screen assignment

Variant name: TEST VARIANT
Meaning: This is only a test
Created for selection screens: 1000

Only for background processing: ☐
Protect variant: ☒
Only display in catalog: ☐
System variant (automatic transport): ☐

Field attributes

Required field: ☐
Switch GPA off: ☐
Save field without values: ☐
Selection variable: ☐
Hide field 'BIS': ☐
Hide field: ☐
Protect field: ☐

Field name: Type P I N L P L O

Selection screen objects 1000

	P	I	N	L	P	L	O
Data Selection Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Data Selection Period: Start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Selection Period: End	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period Selection: Payroll Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display: Payroll Period: Start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Enter a name in the
'Variant name' field

11. Enter a description in the
'Meaning' field.

Time Approval Variant

The screenshot shows the 'ABAP: Save as Variant' dialog box in SAP. The 'Variant name' is '1000'. The 'Protect variant' checkbox is checked. The 'Field attributes' section lists several options: Required field, Switch GPA off, Save field without values, Selection variable, Hide field 'BIS', Hide field, and Protect field. The 'Field name' table shows the following data:

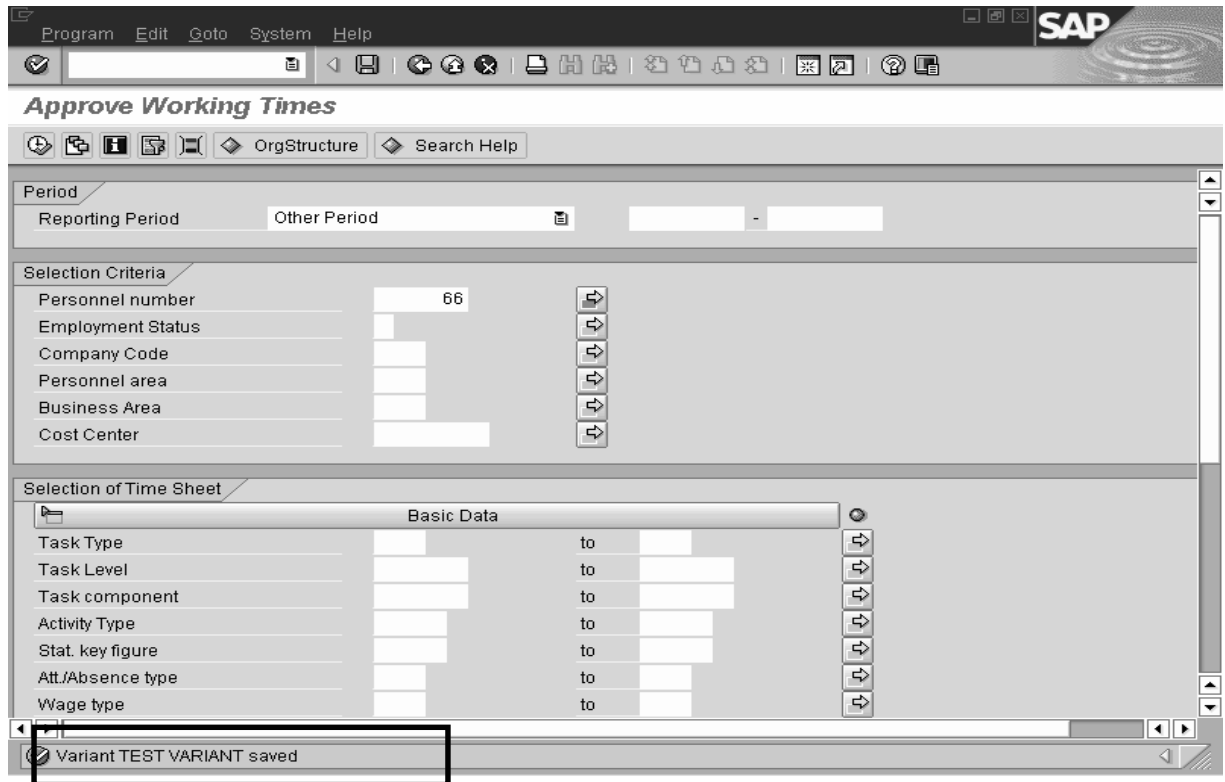
Field name	Type	P	I	N	L	P	L	O
Data Selection Period	P							✓
Data Selection Period: Start	P							
Data Selection Period: End	P							
Period Selection: Payroll Area	P							
Display: Payroll Period: Start	P							

Annotations:

- 13. Click to save (points to the 'Save' button)
- 12. Click in the 'Protect variant' box to check (points to the 'Protect variant' checkbox)

Protecting your variant will not allow anyone other than the creator to alter it.

Time Approval Variant



Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period
Reporting Period Other Period

Selection Criteria

Personnel number	66	
Employment Status		
Company Code		
Personnel area		
Business Area		
Cost Center		

Selection of Time Sheet

Basic Data

Task Type		to	
Task Level		to	
Task component		to	
Activity Type		to	
Stat. key figure		to	
Att./Absence type		to	
Wage type		to	

Variant TEST VARIANT saved

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You will receive a message stating your variant is saved.



ENTERPRISE HUMAN RESOURCES

Approve Working Time

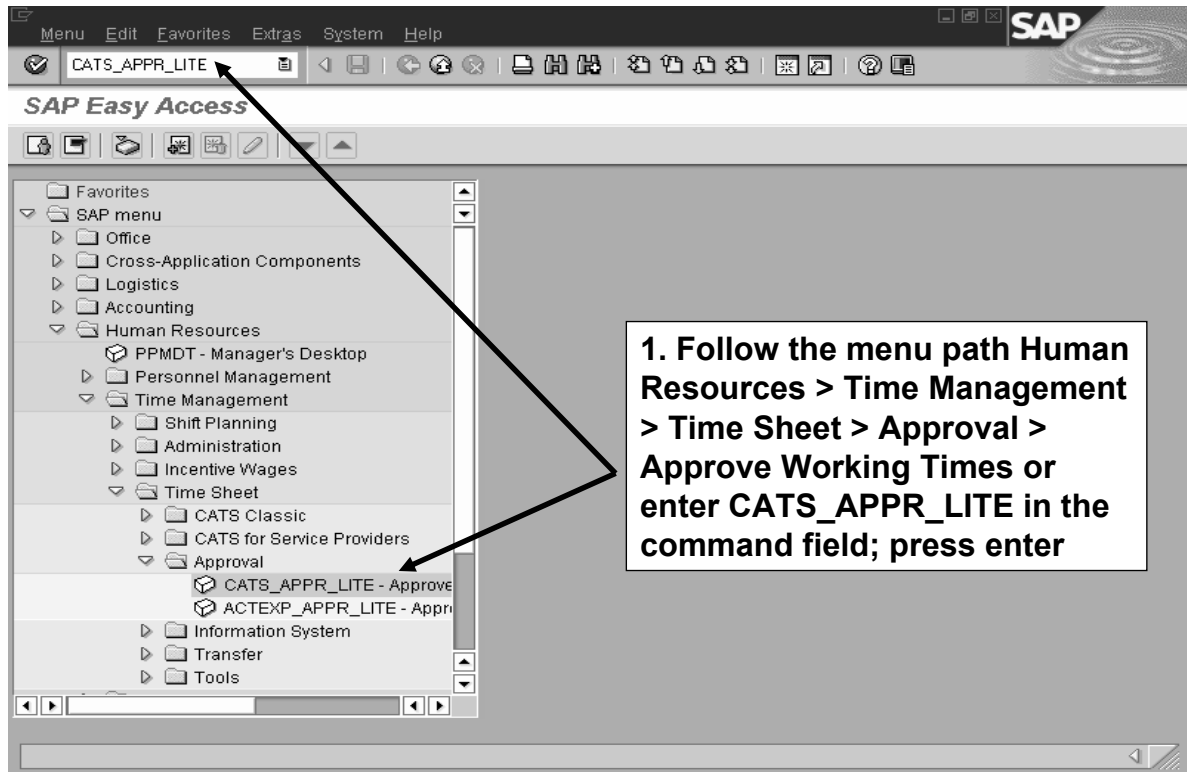
(Retrieve A Variant)

TUTORIAL

PRINT IN NOTES VIEW

The role of Time Management Supervision role will use this tutorial as a guideline in retrieving a saved variant.

Retrieve Variant





Retrieve Variant

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Personnel number
Employment Status
Company Code
Cost Center

Selection of Time Sheet

Basic Data			
Task Type		to	
Task Level		to	
Task component		to	
Activity Type		to	
Stat. key figure		to	
Att./Absence type		to	
Wage type		to	
Display Unit/Measure		to	
Number (unit)		to	

2. Click on the
variant icon



Retrieve Variant

The screenshot shows the SAP 'Approve Working Times' dialog box. The 'Period' section has 'Reporting Period' set to 'Current Year'. The 'Selection Criteria' section is active, showing a list of variants for program RCATS_APPROVE_ACTIVITIES. A modal window titled 'Variant catalog for program RCATS_APPROVE_ACTIVITIES' is overlaid on the dialog. This window contains a table with two columns: 'Variant name' and 'Short descriptn.'. The table lists one variant: 'TEST VARIANT' with the description 'This is only a test'. A text box with the instruction '3. Double-click on the desired variant' is positioned over the 'TEST VARIANT' entry. The background dialog box also shows fields for 'Personnel', 'Employer', 'Compar', 'Cost Ce', 'Selection', 'Task Typ', 'Task Lev', 'Task cor', 'Activity T', 'Stat. key', 'Att./Absen', 'Wage typ', 'Display Unit/Measure', and 'Number (unit)'. The SAP logo is visible in the top right corner of the window.

Variant name	Short descriptn.
TEST VARIANT	This is only a test

3. Double-click on the desired variant



Retrieve Variant

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period
Reporting Period Other Period

Selection Criteria

Personnel number	66	→
Employment Status		→
Company Code		→
Personnel area		→
Business Area		→
Cost Center		→

Selection of Time Sheet

Basic Data

Task Type		to		→
Task Level		to		→
Task component		to		→
Activity Type		to		→
Stat. key figure		to		→
Att./Absence type		to		→
Wage type		to		→

Note: The variant will be copied to the screen

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**Remember to always specify a time period
for which you desire to approve time for.**